

2004

FINANCIAL REPORTING CALENDAR

(2004-05 BUDGET AND INTERIMS)

(2003-04 UNAUDITED ACTUALS AND AUDIT)

C o u n t y O f f i c e s o f E d u c a t i o n

April 2004

California Department of Education
School Fiscal Services Division
Financial Accountability and Information Services
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2004-05 BUDGET, INTERIM, AND FINANCIAL REPORTING CALENDAR
County Offices of Education

FISCAL YEAR SUMMARY OF BASIC FILING DUE DATES

DUE*	ITEM	DESCRIPTION	EDUCATION CODE
July 1	Budget	COE budgets due to SPI Charter school preliminary budget due to COE if county board of education is chartering authority	1622(a) 47604.33
August 15	Budget	SPI must approve or disapprove COE budget	1622(b)
September 8	Budget (dual)	COE must revise budget to include changes since July 1	1622(c)
September 15	Prior Year Reports	COE unaudited actual data due to SPI Charter school unaudited actual data due to COE, if county board of education is chartering authority	1628 42100, 47604.33
September 30	Gann Resolution	COE adopts Gann resolution	1629
October 31	Gann Filing	County submits district and county Gann information to the CDE	Gov Code 7906
October 31	Budget Adoption Cycle	County and districts must notify SPI of budget filing cycles for 2005-06 (via the unaudited actuals software)	1622(e) 42127(i)
December 15	1st Interim (Oct. 31)	COE 1st interim due to SPI Charter school 1st interim due to COE if county board is chartering authority	1240(l)(1)(A) 47604.33
December 15	Audit	COE prior year audit due to SPI and State Controller Charter school prior year audit due to chartering authority, COE, SPI, and State Controller	41020(h) 47605(m), 41020(h)
March 15**	2nd Interim (Jan. 31)	Charter school 2nd interim due to COE if county board of education is chartering authority	47604.33
March 17***	2nd Interim (Jan. 31)	COE 2nd interim due to SPI	1240(l)(1)(A)
June 1	6/30 Projection	June 30 projection as of April 30 due to SPI if the county office had a qualified or negative 2nd interim	1240.2

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*** COE interim due date calculated as prescribed in law

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EC = Education Code

SPI = Superintendent of Public Instruction
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2004-05 BUDGET, INTERIM, AND FINANCIAL REPORTING CALENDAR
County Offices of Education

The Single Budget Adoption Cycle

ON OR BEFORE*	ACTION TAKEN	SUMMARY AND CODE REFERENCE
	If the county board serves as the governing board	Any school district for which the county board of education serves as the governing board is not subject to <i>EC 42127</i> subdivisions (c) to (h), inclusive, but is governed instead by the budget procedures set forth in <i>EC 1622</i> . [<i>EC 42127(j)</i>]
July 1	County board holds a public hearing / adopts county budget Charter school preliminary budget	<ul style="list-style-type: none"> County board of education shall hold a public hearing on the proposed county budget no earlier than 3 days after the budget is available for public inspection. [<i>EC 1620</i>] On or before July 1, the county board shall adopt an annual county budget and file that budget (utilizing the forms prescribed by the SPI) with the SPI, the county board of supervisors, and the county auditor. [<i>EC 1622(a)</i>] <p>Charter school must submit a preliminary budget to the county superintendent of schools if the county board of education is the chartering authority. [<i>EC 47604.33</i>]</p>
45 days after the Governor signs the annual Budget Act	County makes any budget revisions public	Not later than 45 days after the Governor signs the annual Budget Act, the county office of education shall make available for public review any revisions in revenues and expenditures that it has made to its budget to reflect the funding made available by that Budget Act. [<i>EC 1622(e)(3)</i>]
August 15	SPI approves or disapproves county budget	The SPI shall approve or disapprove the county budget. If the budget is disapproved, the SPI transmits, in writing, recommendations, and the reason for those recommendations to the county office of education. [<i>EC 1622(b)</i>]
September 8	County reviews SPI recommendations	If the budget is disapproved, the county superintendent of schools and the county board of education shall review the recommendations of the SPI at a regularly scheduled meeting of the county board of education and respond to them, including proposed actions to be taken, if any. [<i>EC 1622(e)(1)</i>]
September 30	County adopts appropriations limit resolution (Gann)	The county board of education shall adopt a resolution to identify the estimated appropriations limit for the county office of education for the current fiscal year and the actual appropriations limit for the county office of education for the preceding fiscal year. That resolution shall be adopted at a regular or special meeting of the board. The documentation used in the identification of the appropriations limits shall be made available to the public. [<i>EC 1629, GC 7906</i>]

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2004-05 BUDGET, INTERIM, AND FINANCIAL REPORTING CALENDAR
County Offices of Education

The Single Budget Adoption Cycle (continued)

ON OR BEFORE*	ACTION TAKEN	SUMMARY AND CODE REFERENCE
October 8	<p>SPI reviews and approves or disapproves county budget</p> <p>SPI calls for budget review committee</p> <p>County superintendent and governing board select budget review committee</p> <p>If necessary, SPI selects budget review committee</p>	<p>The SPI reviews the county's response to the SPI's recommendations and approves or disapproves the county budget. If disapproved, the SPI calls for the formation of a budget review committee pursuant to <i>EC</i> 1623. [<i>EC</i> 1622(e)(2)]</p> <ul style="list-style-type: none"> • Upon disapproval of a county budget, the SPI shall call for the formation of a budget review committee. The budget review committee shall be composed of 3 persons and shall be selected by the county superintendent of schools and the county board of education from a list of no fewer than 5 candidates provided by the SPI. [<i>EC</i> 1622(e)(2), 1623(a)] • No later than 5 working days after receipt of the candidate list from the SPI, the county superintendent of schools and the county board of education shall select the budget review committee. [<i>EC</i> 1623(b)] • If the county superintendent of schools and the county board of education fail to select a committee within the 5 working days, the SPI instead shall select and convene the budget review committee no later than 10 working days after the county superintendent of schools and the county board of education received the candidate list. [<i>EC</i> 1623(b)]
October 31	Budget review committee reports recommendations	<p>The budget review committee shall review the proposed budget of the county office of education and the underlying fiscal policies of that county office of education, and shall transmit to the SPI, the county superintendent of schools, and the county board of education either a recommendation to approve the county budget or a report disapproving the budget with recommendations for revisions that will enable the county to meet its current year and multiyear financial commitments. The budget review committee may request from the SPI an extension of not more than 15 working days. [<i>EC</i> 1623(c), (d)]</p>
5 working days after review committee disapproves budget	County responds to disapproved county budget	<p>If the budget review committee disapproves the county budget, within 5 working days following receipt of the committee's report, the county superintendent of schools and the county board of education may submit a response to the SPI, including any revisions to the adopted budget and any proposed action to be taken as a result of the recommendations of the budget review committee. [<i>EC</i> 1624(a)]</p>

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2004-05 BUDGET, INTERIM, AND FINANCIAL REPORTING CALENDAR
County Offices of Education

The Single Budget Adoption Cycle (continued)

ON OR BEFORE*	ACTION TAKEN	SUMMARY AND CODE REFERENCE
October 31	County submits district and county Gann information to the CDE	District will have transmitted appropriations limit (Gann) forms to the county superintendent of schools, who will coordinate the district and county information and send it to the CDE. [GC 7906]
October 31	County provides SPI with the county budget adoption cycle (via the unaudited actuals software)	If the county board of education elects to file its 2005-06 budget under the single budget adoption cycle, the county must notify the SPI. [EC 1622(e)] (Notification should be indicated in the software when filing the unaudited actual data for 2003-04.)
November 30	SPI approves county budget or works with county to develop and adopt an acceptable budget	Based upon the recommendations of the budget review committee, and any responses provided by the county superintendent of schools and the county board of education, the SPI shall either approve or disapprove the budget. If the budget is disapproved, the SPI may take various steps, including, on or before November 30, in consultation with the county superintendent of schools and the county board of education, developing and adopting a fiscal plan and budget that will allow the county to meet both its budget year and multiyear financial commitments. [EC 1624(b)]
	SPI does not apportion money if county board neglects or refuses to make a budget	If any county board of education neglects or refuses to make a budget, the SPI shall not make any apportionment of state or federal money for the particular county office of education for the current fiscal year. The SPI shall notify the appropriate county official that any warrants issued by the county office of education shall not be approved. [EC 42120]

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The Dual Budget Adoption Cycle

ON OR BEFORE*	ACTION TAKEN	SUMMARY AND CODE REFERENCE
	If the county board serves as the governing board	Any school district for which the county board of education serves as the governing board is not subject to <i>EC</i> 42127 subdivisions (c) to (h), inclusive, but is governed instead by the budget procedures set forth in <i>EC</i> 1622. [<i>EC</i> 42127(j)]
July 1	County board holds a public hearing / adopts county budget Charter school preliminary budget	<ul style="list-style-type: none"> The county board of education shall hold a public hearing on the proposed county budget no earlier than 3 days after the budget is available for public inspection. [<i>EC</i> 1620] On or before July 1, the county board shall adopt an annual budget and file that budget (utilizing the forms prescribed by the SPI) with the SPI, the county board of supervisors, and the county auditor. [<i>EC</i> 1622(a)] <p>Charter school must submit a preliminary budget to the county superintendent of schools if the county board of education is the chartering authority. [<i>EC</i> 47604.33]</p>
August 15	SPI approves or disapproves county budget	The SPI shall approve or disapprove the county budget. If the budget is disapproved, the SPI transmits, in writing, recommendations, and reasons for those recommendations to the county office of education. [<i>EC</i> 1622(b)]
September 8	County addresses SPI recommendations / revises budget	The county board of education shall revise the budget to reflect changes in projected income or expenditures subsequent to July 1 and responds to the SPI's recommendations. The county board shall adopt and file the revised budget with the SPI, county board of supervisors, and county auditor. Prior to revising the budget, the county board of education shall hold a public hearing on the proposed budget revisions, which shall be made available for public inspection not less than 3 working days prior to the hearing. [<i>EC</i> 1622(c)]
September 30	County adopts appropriations limit resolution (Gann)	The county board of education shall adopt a resolution to identify the estimated appropriations limit for the county office of education for the current fiscal year and the actual appropriations limit for the county office of education for the preceding fiscal year. That resolution shall be adopted at a regular or special meeting of the board. The documentation used in the identification of the appropriations limits shall be made available to the public. [<i>EC</i> 1629, <i>GC</i> 7906]

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2004-05 BUDGET, INTERIM, AND FINANCIAL REPORTING CALENDAR
County Offices of Education

The Dual Budget Adoption Cycle (continued)

ON OR BEFORE*	ACTION TAKEN	SUMMARY AND CODE REFERENCE
October 8	<p>SPI reviews and approves or disapproves revised county budget</p> <p>SPI calls for budget review committee</p> <p>County superintendent and governing board select budget review committee</p> <p>If necessary, SPI selects budget review committee</p>	<p>The SPI reviews and approves or disapproves the revised budget. If disapproved, the SPI calls for the formation of a budget review committee as per <i>EC 1623</i>. [<i>EC 1622(d)</i>]</p> <ul style="list-style-type: none"> Upon disapproval of a county budget, the SPI shall call for the formation of a budget review committee. The budget review committee shall be composed of 3 persons and shall be selected by the county superintendent of schools and the county board of education from a list of no fewer than 5 candidates provided by the SPI. [<i>EC 1622(d)</i>, <i>1623(a)</i>] No later than 5 working days after receipt of the candidate list from the SPI, the county superintendent of schools and the county board of education shall select the budget review committee. [<i>EC 1623(b)</i>] If the county superintendent of schools and the county board of education fail to select a committee within the 5 working days, the SPI instead shall select and convene the budget review committee no later than 10 working days after the receipt of the candidate list by the county superintendent of schools and the county board of education. [<i>EC 1623(b)</i>]
October 31	Budget review committee reports recommendations	The budget review committee shall review the proposed budget of the county office of education and the underlying fiscal policies of that county office of education, and shall transmit to the SPI, the county superintendent of schools, and the county board of education either a recommendation to approve the county budget or a report disapproving the budget with recommendations for revisions that will enable the county to meet its current year and multiyear financial commitments. The budget review committee may request from the SPI an extension of not more than 15 working days. [<i>EC 1623(c)</i> , <i>(d)</i>]
5 working days after review committee disapproves budget	County responds to disapproved budget	If the budget review committee disapproves the budget, within 5 working days following receipt of the committee's report, the county superintendent of schools and the county board of education may submit a response to the SPI, including any revisions to the adopted budget and any proposed action to be taken as a result of the recommendations of the budget review committee. [<i>EC 1624(a)</i>]
October 31	County submits district and county Gann information to the CDE	District will have transmitted appropriations limit (Gann) forms to the county superintendent of schools, who will coordinate the district and county information and send it to the CDE. [<i>GC 7906</i>]

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County Offices of Education

The Dual Budget Adoption Cycle (continued)

ON OR BEFORE*	ACTION TAKEN	SUMMARY AND CODE REFERENCE
October 31	County provides SPI with the county budget adoption cycle (via the unaudited actuals software)	If the county board of education elects to file its 2005-06 budget under the single budget adoption cycle, the county must notify the SPI. [EC 1622(e)] (Notification should be indicated in the software when filing the unaudited actual data for 2003-04.)
November 30	SPI approves county budget or works with county to develop and adopt an acceptable budget	Based upon the recommendations of the budget review committee, and any responses provided by the county superintendent of schools and the county board of education, the SPI shall either approve or disapprove the budget. If the budget is disapproved, the SPI may take various steps, including, on or before November 30, in consultation with county superintendent of schools and county board of education, developing and adopting a fiscal plan and budget that will allow the county to meet both its budget year and multiyear financial commitments. [EC 1624(b)]
	SPI does not apportion money if county board neglects or refuses to make a budget	If any county board of education neglects or refuses to make a budget, the SPI shall not make any apportionment of state or federal money for the particular county office of education for the current fiscal year. The SPI shall notify the appropriate county official that any warrants issued by the county office of education shall not be approved. [EC 42120]

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County Offices of Education

Interim Reports

ON OR BEFORE*	ACTION TAKEN	SUMMARY AND CODE REFERENCE
	If the county board serves as the governing board	Any school district for which the county board of education serves as the governing board is not subject to <i>EC</i> 42131 subdivisions (a) to (f), inclusive, but is governed instead by the interim reporting procedures set forth in subdivision (l) of <i>EC</i> 1240. [<i>EC</i> 42131(f)]
	Reporting periods	The county superintendent of schools shall submit two interim reports to the county board of education covering the county's financial and budgetary status for the periods ending October 31 and January 31. All reports shall be in a format or on forms prescribed by the SPI. [<i>EC</i> 1240(l)(1), (2)]
December 15 - 1st interim March 17 - 2nd interim	County interim report certification and transmittal	<p>No later than 45 days after the close of each reporting period, the county superintendent shall:</p> <ul style="list-style-type: none"> • Approve the interim report. [<i>EC</i> 1240(l)(1)(A)] • Certify in writing whether or not the county office of education is able to meet its financial obligations for the remainder of the fiscal year and, based on current projections, for two subsequent fiscal years. The certification shall be classified as positive (will meet financial obligations for the current fiscal year and subsequent two fiscal years), qualified (may not meet financial obligations for the current fiscal year or two subsequent fiscal years), or negative (will be unable to meet financial obligations for the remainder of the fiscal year or for the subsequent fiscal year). [<i>EC</i> 1240(l)(1)(B)] • Submit the certification and interim report to the county board of education for review. [<i>EC</i> 1240(l)(1)(A)] • File copies of a positive certification and interim report with the SPI. [<i>EC</i> 1240(l)(1)(A), (B)] • File copies of a qualified or negative certification, and the interim report containing that certification, with the SPI, the State Controller, and the county board of education. [<i>EC</i> 1240(l)(1)(B)]

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2004-05 BUDGET, INTERIM, AND FINANCIAL REPORTING CALENDAR
County Offices of Education

Charter School Interim Reports

ON OR BEFORE*	ACTION TAKEN	SUMMARY AND CODE REFERENCE
December 15 - 1st interim	Charter school interim financial report and submittal	Each charter school shall annually prepare and submit interim reports to the county superintendent if the county board of education is the chartering authority.
March 15 - 2nd interim		The first interim report shall reflect changes to the budget through October 31. The second interim financial report shall reflect changes to the budget through January 31. [EC 47604.33]
After the SPI reviews the county interims	SPI review of county qualified or negative certifications	The SPI shall review the county interim certification and attached reports. If the certification is qualified or negative, the SPI shall take actions, as necessary, to ensure that the county office meets its financial obligations. [EC 1240.1, 1630]
June 1	June 30 projection (for county qualified or negative 2nd interim)	A county superintendent of schools who files a qualified or negative certification for the 2nd interim report and a county office of education that is classified as qualified or negative by the SPI, shall provide to the SPI and the State Controller, no later than June 1, a financial statement as of April 30, that projects the fund and cash balances of the county office of education through June 30. [EC 1240.2]
	SPI does not apportion money if county board neglects to file interim reports	If any county board of education neglects to file interim reports, the SPI shall not make any apportionment of state or federal money for the particular county office of education for the current fiscal year. The SPI shall notify the appropriate county official that any warrants issued by the county office of education shall not be approved. [EC 42120]

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2004-05 BUDGET, INTERIM, AND FINANCIAL REPORTING CALENDAR
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2003-04 (Prior Year) Reports

ON OR BEFORE*	ACTION TAKEN	SUMMARY AND CODE REFERENCE
May 1 (2004)	Provide for audit	The county superintendent of schools shall provide for an audit of all funds under his or her jurisdiction and control. The county school service fund shall be audited annually by a public accountant or certified public accountant selected by the county superintendent of schools. [EC 41020(b), 1627]
September 15 (2004)	File prior year statements with SPI	The county superintendent of schools shall prepare and file a statement of all receipts and expenditures of the county office of education for the preceding fiscal year with the SPI. The statement shall be on the applicable forms prescribed by the SPI. [EC 1628]
September 15 (2004)	Charter school prior year statements for county board approved charter schools	Each charter school shall approve, in a format prescribed by the SPI, an annual statement of all receipts and expenditures of the charter school for the preceding fiscal year and shall file the statement with the entity that approved the charter school. [EC 42100(b)] Each charter school shall prepare and submit a final unaudited report for the full prior year to its chartering authority and to the county superintendent of schools (or only to the county superintendent of schools if the county board of education is the chartering authority). [EC 47604.33]
December 15 (2004)	File audit report for prior year	An audit report for the county office of education for the preceding fiscal year shall be filed with the county superintendent of schools, the CDE, and the State Controller. [EC 41020(h)]
December 15 (2004)	Charter school prior year audit	An audit report for each charter school for the preceding fiscal year shall be filed with the chartering entity, COE, State Controller, and SPI. [EC 47605(m), 41020(h)]

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